



## Mississippi Department of Finance & Administration

**Title 12:** Finance & Administration

**Part 3:** Bureau of Building, Grounds and Real Property Management

**Part 3 Chapter 1:** Policies and Procedures for the Bureau of Building, Grounds and Real Property Management

**Rule 1.1 Authority.** The duties and responsibilities of the Bureau of Building, Grounds and Real Property Management are defined within the law. [Mississippi Code 1972, Annotated, Sections 31-11-1 through 31-11-31] The Bureau serves the State of Mississippi as a building authority at the state level not covered by the Mississippi Department of Transportation, or other authority. The Bureau is not a regulatory agency of the State, but a service arm assisting State Institutions/Agencies and Departments with construction projects.

Source: Miss. Code Ann §31-11-1 through 31-11-31

**Rule 1.2 General Agency Description.** The primary function of the Bureau is to properly administer funds appropriated to it by the Legislature in accordance with state laws, regulations and established procedures in a business-like manner. The Bureau also has the power to acquire, hold and dispose of real and personal property for the State of Mississippi. [Mississippi Code 1972, Annotated, Section 31-11-3(2)(m)]

Some of the responsibilities administered by the Bureau include contracting with Architects, Engineers, Contractors, Suppliers and others; approving plans, specifications, studies and sites for buildings; expending appropriated funds within the legal intent; serving as liaison with the federal government in various building programs; inspecting incarceration facilities at the Mississippi State Penitentiary (Parchman) and court approved county jails; providing a staff of professionals to plan, manage, inspect and approve services for which the Bureau has contracted; setting policies and procedures to guide those concerned with the orderly and lawful pursuit of providing physical facilities for state government operations; handling furniture and equipment needs funded by the Legislature which involves specifying, bidding, awarding, preparing contract documents, confirming delivery and authorizing payment; reviewing and submitting to the Legislative Budget Office the repair and renovation, capital improvement and preplanning needs for state Institutions, Agencies and Departments; reviewing repair and renovation requests and making allocations based on the priority of requests and inspections of the sites; reviewing State Agencies Professional contracts; accomplishing any special tasks mandated by the Legislature.

Source: [§ 27-104-7, 27-104-103, 31-7-3, 31-7-7, 31-7-13, 31-11-1 through 31-11-31]

**Part 3 Chapter 2:** Rules for the Bureau of Building, Grounds and Real Property Management

**Rule 2.1** Policies and Procedures

**Title 12:**                      **Finance & Administration**  
**Part 3:**                      **Bureau of Building, Grounds and Real Property Management**  
**Part 3 Chapter 1:**        **Policies and Procedures for the Bureau of Building, Grounds and Real Property Management**

## **PROPOSAL FORM**

### **SECTION 00300**

To:                      Bureau of Building, Grounds and Real Property Management  
                            501 North West Street, Suite 1401B [Woolfolk Building]  
                            Jackson, Mississippi 39201

Re:                      Project # \_\_\_\_\_  
                            Project Title \_\_\_\_\_  
                            Location \_\_\_\_\_

I propose to complete all work in accordance with the Project Manual and Drawings within \_\_\_\_\_ consecutive calendar days for the sum of: (Professional must specify number of days)

**BASE BID:**    (Write in the amount of the base bid in words and numbers. The written word shall govern.)

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

**ALTERNATES:**    (Write in the amount of all of the alternates in words and numbers. The written word shall govern.)

**Alternate #1** (   ) Adds   (   ) Deducts

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

\_\_\_\_\_ Description \_\_\_\_\_

**Alternate #2** (   ) Adds   (   ) Deducts

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

\_\_\_\_\_ Description \_\_\_\_\_

**Alternate #3** (   ) Adds   (   ) Deducts

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

\_\_\_\_\_ Description \_\_\_\_\_

**Alternate #4** (   ) Adds   (   ) Deducts

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

\_\_\_\_\_ Description \_\_\_\_\_

**Alternate #5** (   ) Adds   (   ) Deducts

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

\_\_\_\_\_ Description \_\_\_\_\_

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**ADDENDA ACKNOWLEDGMENT:** (date below can be the date Addendum was issued OR the date Addendum was received by Bidder)

No. \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_

↑Complete all lines including #1↑

**ACCEPTANCE:**

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

Name of Business \_\_\_\_\_

Complete spelling of bidder's name and address - exact as recorded at the Secretary of State

[<http://www.sos.state.ms.us/busserv/corp/soskb/csearch.asp>] which should be the same as you applied for at the Mississippi State Board of

Contractors [<http://www.msdoc.us/Search2.CFM>] (see 2.07, 3.01, 5.01) **PLEASE LOOK IT UP at SoS. SoS rules when the 2 are different.**

Address \_\_\_\_\_ (mailing)

Address \_\_\_\_\_ (physical)

City/State/Zip Code \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**MINORITY BUSINESS ENTERPRISE?** Yes \_\_\_\_\_ No \_\_\_\_\_ (to assist with Code 57-1-57)

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■ Bidder's Certificate of Responsibility Numbers(s): (mechanical/electrical/plumbing is below)

\_\_\_\_\_

\_\_\_\_\_

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■ Attach copy of Non-Resident Bidder's Preference Law (5.04 of Bidder's Checklist)

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■ **Mechanical / Plumbing / Electrical Contractors:** (modified Dec 2013 SoS per 10/17/12 Addendum 1)

Regarding said Divisions of the Specifications of the BoB Standard Form of Agreement Between The Owner and The Contractor:

List any Mechanical/Plumbing and/or Electrical Sub-Contractors that will perform work of this contract. COR must be included where sub-contract exceeds \$50,000.00. If no sub-contractor is listed, and such work is within scope of contract, bidder's own COR classification(s) must be sufficient to self-perform any such work. If no sub-contractor is listed, then use of sub-contractor to perform such scope will not be permitted. This is in accordance with 5.05 and 5.06 of the Bidder's Checklist revised below.

Mechanical Contractor: \_\_\_\_\_

Certificate of Responsibility No. \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

Certificate of Responsibility No. \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Certificate of Responsibility No. \_\_\_\_\_

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■ Mississippi Department of Agriculture & Commerce

Bureau of Plant Industry

Landscape License Number \_\_\_\_\_ MS Code 69-19-1 – 69-19-15

↑Complete for prime landscaping projects

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